

CIA INTERNAL USE ONLY

Rec. Mgmt 3-3

Chief, Supply Division

12 May 1958

Attention:

Chief, Records Management Staff

Proposed Instructions for Field Stock Status Reporting

1. Your proposal to include filing equipment as a reportable item should provide this Staff with valuable planning data, and a means of measuring the effectiveness of an overseas records management program. However, if the instructions as now worded will not cover filing equipment that does not bear a stock number, I would suggest that paragraph 7 be reworded to provide for reporting these items by full description on Job Number 355-2 rather than solely by a local stock number.

Distribution:

- 2 - Addressee
- 1 - RMS (Rec. Mgt. 3-3)
- 1 - Hold

UP/H 5/13/58

Mgt/S/RMS/ skm (12 May 58)

CIA INTERNAL USE ONLY